



Figure 22: Navigator dialog in Calc

The Navigator categorizes and groups spreadsheet objects which you can click on to move quickly to that object. If an indicator (plus sign or triangle, dependent on computer setup) appears next to a category, at least one object in this category exists. To open a category and see the list of items, click on the indicator. When a category is showing the list of objects in it, double-click on an object to jump directly to that object's location in the spreadsheet.

To open the Navigator, do one of the following:

- Press the *F5* key to open the Navigator dialog.
- Select **View > Navigator** on the Menu bar to open the Navigator dialog.
- Click the **Navigator** icon on the Tab panel of the Sidebar to open the Navigator deck.

The Navigator dialog and the Navigator deck of the Sidebar offer equivalent facilities.

The controls and tools available in the Navigator dialog are as follows:

- **Column** – type a column letter and press the *Enter* key to reposition the cell cursor to the specified column in the same row.
- **Row** – type a row number and press the *Enter* key to reposition the cell cursor to the specified row in the same column.
- **Data Range** – specifies the current data range denoted by the position of the cell cursor.
- **Start** – moves the cursor to the cell at the beginning of the current data range, which you can highlight using the **Data Range** icon.
- **End** – moves the cursor to the cell at the end of the current data range, which you can highlight using the **Data Range** icon.
- **Contents** – toggles on / off the display of the contents view in the lower part of the Navigator dialog, to temporarily reduce its size. There is no equivalent control needed on the Navigator deck of the Sidebar.
- **Toggle** – toggles the contents view. Only the selected category and its objects are displayed. Click the icon again to restore all elements for viewing.
- **Scenarios** – displays all available scenarios. See Chapter 9, Data Analysis, for more information about scenarios. Double-click a name to apply that scenario and the result is shown in the sheet. If the Navigator displays scenarios, you can access the following commands when you right-click a scenario entry:
 - *Delete* – deletes the selected scenario.
 - *Properties* – opens the Edit Scenario dialog, where you can edit the scenario properties.